ACRE PHILADELPHIA
AMERICAN CRAFT RETAILERS EXPO

FEBRUARY 13 - 15, 2016
PENNSYLVANIA CONVENTION CENTER - HALL A
PHILADLEPHIA, PA

VISTA CONVENTION SERVICES
6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232
P: 215-418-2121
F: 215-418-2016
E: jbonfiglio@vistacs.com
WWW.VISTACS.COM

HOW TO PLACE A PRE-SHOW ORDER

1. Complete as many of the order forms for furniture, carpeting, shipping, etc., as your planning allow *before* each Discounted Deadline Date. Use the ORDER FORMS: DUE - DATE CHECKLIST as a guide **(page 19)**. **Orders without payment will not be processed.** Make checks payable to **Vista Convention Services. Orders with payment received after the Discounted Deadline Date will be charged standard prices.**

2. **FOR FORMS GOING TO VISTA CONVENTION SERVICES, please follow this procedure:**

A. Complete the necessary Vista Convention Services forms and calculate the cost of each order.

B. Review our PAYMENT POLICIES carefully. Orders will not be processed without payment in full. **For all orders we require that you complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form** to guarantee payment.

C. Complete the THIRD PARTY AUTHORIZATION & STATEMENT OF PAYMENT TERMS form, if applicable.

D. Make a photocopy set of all Vista Convention Services forms used from this Manual for your files. Staple all the original Vista Convention Services forms together. Attach the PAYMENT & CREDIT CARD CHARGE AUTHORIZATION form of payment, and mail this set of documents to:

Vista Convention Services
6575 Delilah Road - Box 3000
Pleasantville, NJ 08232 - 0036

3. **FOR FORMS GOING TO THE OTHER "OFFICIAL SUPPLIERS"**
(Deluxe furnishings, audiovisual needs, photography service, etc.) please follow the payment and mailing instructions indicated on each of these forms located in this Exhibitor Service Manual.

4. **FOR ORDERS AFTER THE DISCOUNTED DEADLINE DATE**

If there is still time for forms to reach us by mail, air courier or fax, you are welcome to make additions. Note that these will be charged at the "standard" rates.

5. **FOR SHOW SITE ORDERS**

Simply order from Vista Convention Services staff at the Exhibitor Service Desk. Note that such orders will be calculated at the "standard" rates. Payment by cash, check or credit card will be required at the Exhibitor Service Desk for any show site orders.

6. **CANCELLATION POLICY**
Items cancelled before deadline date will be refunded at 50%.f
Unless otherwise noted on order form.
NO REFUNDS AFTER DEADLINE DATE.

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VISTA DISCOUNT DEADLINE DATES CHECKLIST

Save money...

Complete and return the order forms before the ***Deadline Date*** listed below to take advantage of advance prices.

Vista Exhibitor Services Forms

Form Name	Return Deadline Date	Order Total
☐ Payment and Credit Card Authorization Form	Submit with Initial Order	
☐ Optional Hardwall Package	January 29, 2016	$_____
☐ Modular Hardwall Accessories Order Form	January 29, 2016	$_____
☐ Standard Booth Furnishings and Accessories Order Form	January 29, 2016	$_____
☐ Carpet/ Plush Carpet/ Custom Carpet/Carpet Padding Order Form	January 29, 2016	$_____
☐ Perfboard and Gridwalls Order Form	January 29, 2016	$_____
☐ Showcases Order Form	January 29, 2016	$_____
☐ Booth Cleaning Order Form	January 29, 2016	$_____
☐ Custom Signs Order Form	January 29, 2016	$_____
☐ Sign Hanging Order Form	January 29, 2016	$_____
☐ Rigging Order Form	January 29, 2016	$_____
☐ Labor Order Form	January 29, 2016	$_____
☐ Non - Official Contractor Order Form	January 29, 2016	$_____
☐ Third Party Authorization Order Form	January 29, 2016	$_____
☐ Accessible Storage Order Form	January 29, 2016	$_____
☐ Priority Empty Container Return Order Form	January 29, 2016	$_____
☐ Material Handling & Shipping Order Recap	February 5, 2016	$_____

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DEADLINE DATE:
JANUARY 29, 2016

PAYMENT & CREDIT CARD AUTHORIZATION FORM

Please complete the information requested & return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however; WE REQUIRE YOUR CREDIT CARD AUTHORIZATION TO BE ON FILE WITH VISTA CONVENTION SERVICES. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

*Optional Hardwall Package Order Form……..$_____
*Modular Hardwall Accessories Order Form……..$_____
*Standard Booth Furnishings & Accessories Order Form……..$_____
*Carpet/Carpet Padding Order Form……..$_____
*Perfboard & Grid Walls Order Form……$_____
*Showcase Order Form……..$_____
*Custom Signs Order Form……$_____
Sign Hanging Order Form……..$_____
Rigging Labor Order Form……..$_____
Booth Cleaning Order Form……$_____
Estimated Labor Order Form……..$_____
Accessible Storage Order Form……..$_____
Priority Empty Container Return Order Form……$_____
Estimated Material Handling Order Form……..$_____

SUB TOTAL $_____
*ADD 8% PA SALES TAX $_____
NET AMOUNT DUE VISTA $_____

INDICATE PAYMENT METHOD:

Check #_____ Dated_____ Amount $_____

Charge to: ☐ MasterCard ☐ VISA ☐ American Express
Indicate: ☐ Personal Credit Card ☐ Company Credit Card

Account # | | | | | | | | | | | | | | | | |

Expiration Date | | | | | | |

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _____

Cardholder's Name_____
(Print or Type)
Cardholder's Address_____ City_____ State_____ Zip_____

Signature_____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY

Company Name_____ Booth #_____

Street Address _____ Phone #_____

City_____ State_____ Zip_____ Fax#_____

Ordered by (Print or Type)_____E-Mail_____

Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

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PAYMENT & CREDIT CARD AUTHORIZATION
LIMITS OF LIABILITY & RESPONSIBILITY

1. **Vista Convention Services** shall not be responsible for damage to uncrated materials,material improperly packed, or concealed damage.

2. **Vista Convention Services** shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.

3. **Vista Convention Services** shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by **Vista Convention Services** to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.

4. **Vista Convention Services** shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

5. **Vista Convention Services** liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event **Vista Convention Services** maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.

6. **Vista Convention Services** shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

7. The consignment or delivery of a shipment to **Vista Convention Services** by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

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DISCOUNT DEADLINE DATE: *JANUARY 29, 2016*

PAYMENT POLICIES

- Orders received without full payment or credit card information will ***NOT*** be processed.
- A credit card on file is ***required*** when using Vista Convention Services
- All charges ***must*** be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash, checks and money orders drawn on U.S. banks in U.S. funds, and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment, therefore, a check or credit card is required.

WIRE TRANSFER

Bank information call Vista Convention Services (609) 485-2421 or e-mail: dvenezia@vistacs.com
Wire transfers must be initiated and confirmed at least two weeks before move-in.
Wire transfers must include the show name, company name and booth number.
Due to various processing fees we incur from banks clearing wire transfers into our accounts,
Vista will charge the following fees:

Domestic incoming wire transfer fee: $25.00
International incoming wire transfer fee: $35.00

CANCELLATIONS & ADJUSTMENTS

- Items cancelled before the deadline date will be refunded at 50%, ***unless otherwise noted on Order Form***. ***NO REFUNDS AFTER DEADLINE DATE***.
- ***NO*** adjustments will be made after close of the show.

TAX EXEMPTION

- If tax exempt, a copy of your tax exempt certificate MUST accompany your order. This is NOT a resale certificate.
- ***NO*** adjustments for tax exempt status will be made after close of the show.

THIRD PARTY PAYMENT BILLING

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice (s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

MISCELLANEOUS

- ***NO*** telephone orders accepted
- Rental items not ordered, yet found in booths, are invoiced at "***Standard***" pricing.
- All prices are in U.S. dollars ($).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Vista Convention Services.

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THIRD PARY AUTHORIZATION & STATEMENT OF PAYMENT TERMS

You may arrange for a third party to handle your display and be billed for services. ***Vista Convention Services*** will agree to this arrangement if the third party has a satisfactory payment record with us. **BOTH** firms must complete this form. Return this form by the Discounted Deadline Date. In the event of nonpayment by the third party, the exhibitor agrees to accept responsibility for payment of all charges incurred. **Should the third party fail to present full payment at show site, the exhibitor will assume responsibility for payment.**

EXHIBITING COMPANY NAME:_____ BOOTH#_____

CONTACT PERSON:_____ SIGNATURE:_____

CHECK ITEMS TO BE BILLED TO THIRD PARTY:

____All Services ____Air Freight ____Audiovisual ____Booth Cleaning _____Material Handling/In and Out

____I&D Labor ____Rental Furniture & Carpet _____Signs Other (Please specify)_____

THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION (Information must be provided.)

☐ **MasterCard** ☐ **Visa** ☐ **American Express** ☐ **Corporate** ☐ **Personal**

Account Number | | | | | | | | | | | | | | | |

Expiration Date_____

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _____

Cardholder's Signature_____ **Print Name**_____

Cardholder's Billing Address_____**City**_____**State**_____ **Zip Country**_____

THIRD PARTY NAME:_____

CONTACT PERSON: _____ **SIGNATURE:**_____

SHOW SITE REPRESENTATIVE:_____

PHONE NUMBER:_____ **FAX NUMBER:**_____

Retain one copy for your files. Attach the original to the PAYMENT AND CREDIT CARD AUTHORIZATION form.

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INTENT TO USE NON-OFFICIAL CONTRACTORS

A NON-OFFICIAL CONTRACTOR IS: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Vista Convention Services no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.

2. The Non-Official Contractor must provide Vista Convention Services with an original "Certificate of Insurance". This certificate must be received no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.

3. Failure to provide Vista Convention Services with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services. Non-Official Contractors will be able to provide supervision only.

4. All representatives of the Non-Official Contractors must obtain an "EXHIBIT CREW" badge at Vista Convention Services Labor Desk.

NOTIFICATION DEADLINE DATE: See Above.

Exhibiting Firm:_____ **Booth #:**_____

Authorized Name & Title:_____

Authorized Signature:_____

Full Name of Non-Official Contractor:_____

Complete Address:_____

City, State:_____ **Zip Code:**_____

Phone Number:_____ **Fax Number:**_____

Email:_____

Non-Official Contractor "Show Site" Representative:_____

Type of Service to Be Performed:_____

_____

_____

_____

Retain one copy for your files.

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OPTIONAL HARDWALL PACKAGE ORDER FORM

Add Hardwall to Your Standard Booth Package.

Modular aluminum frame with 8' high backwall and sidewall consisting of panel inserts (choose from white foam core, grey or black Velcro-compatible).

See Modular Hardwall Accessories Order Form for available accessories.

No alterations. Anything other that this package represented is a custom order. Please contact Jacquelene Bonfiglio at 215-418-2015 or at jbonfiglio@vistacs.com for further assistance.

	Booth Size	Advance Rate	Standard Rate	Panel Selection (see above choices)	Amount
INLINE BOOTHS	10' x 5' (3 walls)	$719.50	$875.35		$
	10' x 10' (3 walls)	$908.75	$1,121.40		$
	10' x 15' (3 walls)	$1,081.95	$1,346.60		$
	10' x 20' (3 walls)	$1,223.10	$1,530.15		$
CORNER BOOTHS	10' x 5' (2 walls)	$558.80	$666.45		$
	10' x 10' (2 walls)	$751.45	$917.05		$
	10' x 15' (2 walls)	$908.75	$1,121.40		$
	10' x 20' (2 walls)	$1,067.10	$1,327.35		$
				Sub-Total	$
				8% PA Sales Tax	$
				TOTAL AMOUNT →	$

Please note: To allow for hardwall thickness, subtract 3" from inside dimensions when calculating display area.

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, American Express accepted. All rental items are subject to availability. Exhibitors will be charged for the equipment they use in their booth.

Cancellation Policy: Items cancelled before the deadline date will be refunded at 50%. NO REFUNDS AFTER DEADLINE DATE.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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MODULAR HARDWALL ACCESSORIES ORDER FORM

	Description	Advance Rate	Standard Rate	Amount
	Velcro Panel Inserts Circle Color Choice - BLACK or GRAY	$ 148.85	$ 193.70	$
	Pegboard (1 m x 8' high)	$ 127.00	$ 165.10	$
	Hanging Rod (attached to walls)	$ 133.85	$ 174.00	$
	Extra White PVC Panel	$ 248.85	$ 323.45	$
	Extra Velcro Panel	$ 285.35	$ 370.95	$
	1 Meter Counter (36"x42"x18")	$ 263.65	$ 342.75	$
	2 Meter Counter (72"x36"x18")	$ 451.85	$ 609.95	$
	Locks for Counters	$ 38.25	$ 49.85	$
	1 Straight Shelf & 2 Brackets	$ 71.00	$ 92.30	$
	1 Angled Shelf & 2 Brackets	$ 86.00	$ 111.90	$
	Side Rail (each)	$ 129.75	$ 168.75	$
			Sub-Total	**$**
			8% PA Sales Tax	**$**
			TOTAL AMOUNT	**$**

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO PA SALES TAX (8%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

Company Name_____Booth #_____
Street Address_____Phone #_____
City_____State_____ Zip_____Fax#_____
Ordered by (Print or Type)_____E-Mail_____
Signature_____Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

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STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

SEATING

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
____	Upholstered Arm Chair (black only)	$96.10	$121.25	_____
____	Side Chair (black only)	69.00	89.70	_____
____	Padded Stool (black only)	85.00	110.50	_____

ACCESSORIES

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
____	Cocktail Table (18"h x 24" rd)	136.00	176.80	_____
____	Round Pedestal Table (30"h x 30"rd)	136.00	176.80	_____
____	Round Pedestal Table (42"h x 30"rd)	136.00	176.80	_____
____	Wastebasket	21.00	27.30	_____
____	Easel	45.00	58.50	_____
____	Chrome Sign Frame (22" x 28")	106.00	137.80	_____
____	Bag Holder	86.00	111.80	_____
____	8' Stanchion	34.30	47.30	_____
____	Crossbar	34.30	47.30	_____
____	Garment Rack	81.00	184.50	_____
____	Literature Rack	105.30	138.00	_____
____	Posterboard (4'x8' Vertical)	184.00	239.20	_____
____	Fish Bowl	13.00	16.90	_____
____	8' Special Background	20.00ft.	25.00ft.	_____
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green				
____	3' Special Siderails	15.00ft.	20.00ft.	_____
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green				

DRAPED RISERS

White Vinyl

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
_____	4' One Step	78.00	101.40	_____
_____	6' One Step	92.00	119.60	_____

DRAPED DISPLAY TABLES - 30" HIGH

Price includes white vinyl top & 3 sides
Circle color: **Blue Black Burgundy Purple Gray Red Teal White Hunter Green**
*****IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL*****

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
_____	2' x 4' x 30"	$98.00	$127.40	_____
_____	2' x 6' x 30"	125.00	162.50	_____
_____	2' x 8' x 30"	139.00	180.70	_____
_____	30" 4th Side Table Drape	40.00	52.00	_____

DRAPED DISPLAY TABLES - 42" COUNTER HIGH

Price includes white vinyl top & 3 sides
Circle color: **Blue Black Burgundy Purple Gray Red Teal White Hunter Green**
*****IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL*****

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
_____	2' x 4' x 42"	117.00	152.10	_____
_____	2' x 6' x 42"	143.00	185.90	_____
_____	2' x 8' x 42"	155.00	201.50	_____
_____	42" 4th Side Table Drape	40.00	52.00	_____

UNDRAPED DISPLAY TABLES - 30" HIGH

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
_____	2' x 4'x 30"	65.00	84.50	_____
_____	2' x 6' x 30"	80.00	104.00	_____
_____	2' x 8' x 30"	90.00	117.00	_____

UNDRAPED DISPLAY TABLES - 42" HIGH

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
_____	2' x 4' x 42"	76.00	98.80	_____
_____	2' x 6' x 42"	94.00	122.20	_____
_____	2' x 8' x 42"	100.00	130.00	_____

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ALL CHARGES SUBJECT TO PA SALES TAX (8%)
FULL PAYMENT MUST ACCOMPANY ORDER
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

Company Name_____Booth #_____
Street Address_____Phone #_____
City_____State_____ Zip_____Fax#_____
Ordered by (Print or Type)_____E-Mail_____
Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

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CARPET / CARPET PADDING ORDER FORM

STANDARD CARPET

Price includes installation & taping front edge. **NO** guarantee of color match when ordering multiple carpets.

Qty.		Discount Rate	Standard Rate	Total
____	9'x 10'	198.50	260.65	_____
____	9'x 20'	397.00	521.30	_____
____	9'x 30'	595.50	781.95	_____
____	9'x 40'	794.00	1,042.60	_____
____	9'x 50'	992.50	1,303.25	_____

Circle color: **Blue * Burgundy * Gray * Teal * Red * Purple * Black * Hunter Green * Blue Jay * Pepper**
*****IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL*****
CANCELLATION POLICY: ***Items cancelled before the Deadline Date will be refunded 50%. NO REFUNDS AFTER DEADLINE DATE***

CUSTOM CARPET

Price includes installation to fit booth space, protective covering, and edges taped.
INDICATE OVERALL DIMENSIONS:

_____ft.x _____ft. (100 sq. ft. minimum)……..…...$4.40sq.ft. $5.25 sq. ft. _____

Circle color: **Blue * Burgundy * Gray * Teal * Red * Purple * Black * Hunter Green * Blue Jay * Pepper**
****SEE CANCELLATION POLICY UNDER "PLUSH CARPET****

CARPET PADDING

INDICATE OVERALL DIMENSION:

_____ft.x _____ft. (100 sq. ft. minimum)…….…….....…..$1.85 sq. ft. $2.30 sq. ft. _____

CANCELLATION POLICY: ***Items cancelled before the Deadline Date will be refunded 50%. NO REFUNDS AFTER DEADLINE DATE***

PLUSH CARPET - 28 OZ.

PLUSH CARPET INCLUDES LABOR TO INSTALL AND REMOVE PROTECTIVE COVERING

Orders MUST be received by the Deadline Date above to guarantee delivery. Orders received after the deadline date will be charged at the Standard Rate.

Carpet Size _____x_____=_____(calculate to the next full foot, 100 sq. ft. minimum)

QTY

_____Square feet (**100 sq.ft. minimum**)…….....$4.80 sq. ft. $5.50 sq. ft. _____

Circle Color: **Charcoal Gray * French Beige * White * Red * Colony Blue * Cream * Navy * Emerald Green * Black**

CANCELLATION POLICY: ***Plush & Custom carpet cancelled after orders have been received will be charged at 100% of original price***

ALL CHARGES SUBJECT TO PA SALES TAX (8%)
FULL PAYMENT MUST ACCOMPANY ORDER
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

Company Name_____Booth #_____
Street Address_____Phone #_____
City_____State_____ Zip_____Fax#_____
Ordered by (Print or Type)_____E-Mail_____
Signature_____Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

ACRE PHILADELPHIA
AMERICAN CRAFT RETAILERS EXPO

VISTA CONVENTION SERVICES

6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232

P: 215-418-2121
F: 215-418-2016
E: jbonfiglio@vistacs.com

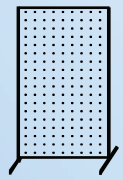
WWW.VISTACS.COM

FEBRUARY 13 - 15, 2016
PENNSYLVANIA CONVENTION CENTER - HALL A
PHILADELPHIA, PA

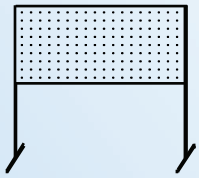
DISCOUNT DEADLINE DATE: *JANUARY 29, 2016*

PERFBOARD & GRID WALLS ORDER FORM

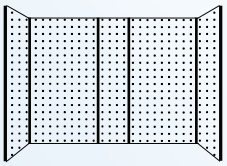
PERFBOARD



STYLE A



STYLE B



STYLE C
Complete Coverage
10' Wide booth space
2' Side Wings
Requires 2 - 4' x 8', 3 - 2' x 8'

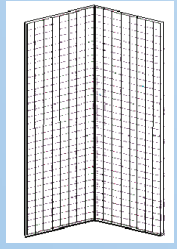
Perfboard holes are 1/8" Diameter. Exhibitors must furnish their own hooks.

INDICATE STYLE REQUIRED: ☐ **A - Vertical** ☐ **B - Horizontal** ☐ **C - Complete Booth Coverage - Number of panels required depends on booth size.**

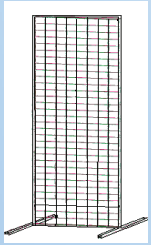
Rental price includes delivery to booth space, installation only where specified, and removal at close of show.

QUANTITY OF FRAMED PANELS REQUIRED:	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____ 4' x 8' Panel (white)……	$182.50	$216.90	_____
_____ 2' x 8' Panel (white)……	123.45	158.95	_____
Perfboard Shelving - 8" Wide			
_____ 4' Long (hardware supplied)……	42.45	56.85	_____

GRIDWALLLS



STYLE A: 2' x 8'



STYLE B: 2' x 6'

STYLE A:
ORDER 2'x8' GRIDS IF YOU ARE PLANNING TO STRING THE GRIDS TOGETHER.
MINIMUM ORDER 2 GRIDS

STYLE B:
ORDER 2'x6'GRID WITH FEET FOR A SINGLE FREE STANDING GRID.

PLEASE SUPPLY DIAGRAM OF LOCATION IN BOOTH FOR SET-UP

NOTE: NO GRID CAN BE HUNG OFF THE BOOTH EQUIPMENT DRAPE.

HOOKS TO BE SUPPLIED BY EXHIBITOR.

QTY		DISCOUNT RATE	STANDARD RATE	AMOUNT
____Style A	2' x 8' Grid (**Minimum order (2) Grids**)……	$56.00	$73.00	_____
____Style B	2' x 6' Grid (w/feet)……	56.00	73.00	_____

CANCELATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

SUBJECT TO PA SALES TAX (8%)
FULL PAYMENT MUST ACCOMPANY ORDER
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

Company Name_____ Booth #_____

Street Address_____ Phone #_____

City_____ State_____ Zip_____ Fax #_____

Ordered by (Print or Type)_____ E-Mail_____

Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

ACRE PHILADELPHIA
AMERICAN CRAFT RETAILERS EXPO

VISTA CONVENTION SERVICES

6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232

P: 215-418-2121
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WWW.VISTACS.COM

FEBRUARY 13 - 15, 2016
PENNSYLVANIA CONVENTION CENTER - HALL A
PHILADELPHIA, PA

DEADLINE DATE:
JANUARY 29, 2016

SHOWCASE ORDER FORM

RENTAL PRICE INCLUDES DELIVERY TO & REMOVAL FROM YOUR BOOTH SPACE.

FULL VISION

HALF VISION

QUARTER VISION

The above (3) cases are 38" high, 20" deep, lights & locks, White Finish (Electrical Outlet NOT included)

All Electrical Orders must be placed with the PENNSYLVANIA CONVENTION CENTER

SEE THRU WALL CASE

REGULAR WALL CASE

The above (2) cases are both 84" high and 18" deep. Adjustable glass shelves, glass sliding doors & lights. (Electrical Outlet NOT included)

Description	Quantity	Price	Amount
6' FULL VISION		$446.25	
6' HALF VISION		446.25	
6' QUARTER VISION		446.25	
6' REGULAR WALL CASE		498.75	
6' SEE-THRU WALL CASE		609.00	

***IMPORTANT**: To ensure that your selection will be available you must place your order before the Deadline Date. No guarantee on choice after Deadline Date. Vista is not liable for contents, damages or breakage after cases have been delivered.*

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

8% PA SALES TAX WILL BE ADDED TO ALL SHOWCASE PRICES
FULL PAYMENT MUST ACCOMPANY ORDER
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

Company Name _____ Booth #_____

Street Address _____ Phone #_____

City_____ State_____ Zip_____ Fax#_____

Ordered by (Print or Type)_____E-Mail_____

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AMERICAN CRAFT RETAILERS EXPO

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FEBRUARY 13 - 15, 2016
PENNSYLVANIA CONVENTION CENTER - HALL A
PHILADELPHIA, PA

DISCOUNT DEADLINE DATE: ***JANUARY 29, 2016***

CUSTOM SIGNS ORDER FORM

PRICES BASED ON BLOCK LETTER, BLACK LETTERING ON WHITE SHOWCARD, 10 WORDS OR LESS

Quantity	Size	Discount Rate	Standard Rate	Amount
	7” X 11”	$39.65	$78.90	
	7” x 44”	43.80	87.55	
	11” x 14”	55.00	71.50	
	14” x 22”	65.00	100.00	
	22” x 28”	95.00	150.00	
	28” x 44”	135.00	220.00	

PA SALES TAX WILL BE ADDED TO ALL SIGN PRICES (8%)

- Easel back applied to sign quoted upon request.
- All prices are for single-sided, double-sided quoted upon request.
- Special sizes and materials quoted upon request.
- Delivery time is not guaranteed on orders placed at showsite.
- **All orders must be received (14) days before show opens. Orders after Deadline Date will be subject to an additional 50% fee.**
- Please utilize one of the following programs: **Adobe Acrobat Professional 8.0, Adobe Illustrator EPS, Tiff, Photoshop, PDF with 300 DPI minimum**

Vertical ☐ **Horizontal** ☐ **Color of Background** **Color of Lettering**

Please type desired copy below or attached a separate sheet

ALL ADVANCE SIGN ORDERS WILL BE AVAILABLE FOR CUSTOMER PICK UP AT SHOWSITE SERVICE DESK

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** ***ALL signs cancelled after orders have been received will be charged at 100% of original price.***

ALL CHARGES SUBJECT TO PA SALES TAX (8%)
FULL PAYMENT MUST ACCOMPANY ORDER
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

Company Name Booth #_____

Street Address _____ Phone #_____

City_____ State_____ Zip_____ Fax#_____

Ordered by (Print or Type)_____E-Mail_____

Signature_____ Title_____

MAIL OR FX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

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PHILADELPHIA, PA

DEADLINE DATE:
JANUARY 29, 2016

BOOTH CLEANING ORDER FORM

Price is based on total square footage of your booth space.

INDICATE YOUR REQUIREMENTS:

Daily - Vacuuming .....$.39 per sq. ft.

Once - Vacuuming before initial opening .....$.41 per sq. ft.

Shampoo - One Time .....$.63 per sq. ft.

SIZE OF BOOTH_____x_____ =_____ SQ. FT. x RATE: _____ x NO. OF DAYS:_____ = $_____

(MINIMUM CHARGE: 100 SQ. FT. PER DAY)

Porter Service……..….Rates on Request

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All Charges payable in U.S. funds only. Check, Cash, Traveler's Checks, VISA, MasterCard, and American Express are accepted.

CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

FULL PAYMENT MUST ACCOMPANY ORDER
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

Company Name_____Booth _____

Street Address_____Phone #_____

City_____ State_____ Zip_____Fax#_____

Ordered by (Print or Type)_____E-Mail_____

Signature_____Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

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PHILADELPHIA, PA

DEADLINE DATE:
JANUARY 29, 2016

HANGING OF CEILING SIGNS ORDER FORM

VISTA Convention Services reserves the right to assemble, install, and dismantle "Hanging Signs", non-electrical with approved devices and type of cable to safely hang sign.

* All signs must be approved by Show Management and Vista Convention Services, prior to hanging.
* **All sign orders must be received in Advance of Deadline Date. All orders received after the Deadline Date will be charged an additional 25%. Orders received at the Service Desk are subject to availability and a 50% surcharge.**
* Complete plans must be provided and forwarded to VISTA Convention Services together with the completed Sign Hanging Order Form.

RATES FOR HANGING NON-ELECTRICAL SIGNS:
If sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a Time and Material basis. Any materials used for the hanging of signs, will be invoiced accordingly.

There will be a minimum charge of 1 hr. per crew on Installation and 1 hr. minimum charge per crew on Dismantle.

HIGH LIFT AND CARPENTERS - Two (2) Man Crew Required

Straight Time 8:00 AM - 4:30 PM Monday through Friday	$467.25	per hr. - 2 man crew & lift.
Overtime Before 8:00 AM and after 4:30 PM Monday thru Friday, and all hours on Saturday and Sunday	$693.00	per hr. - 2 man crew & lift.
Double Time All Holidays	$918.75	per hr. - 2 man crew & lift.

THE FOLLOWING INFORMATION MUST BE COMPLETED FOR THE ACCURATE HANGING OF SIGN:

DATE REQUIRED_____
TYPE OF SIGN: ☐ Wood ☐ Metal ☐ Cloth Banner ☐ Other _____
SIZE OF SIGN: _____ Height _____Length _____Width _____Weight
SHAPE OF SIGN: ☐ Square ☐ Rectangle ☐ Circle ☐ Triangle ☐ Other_____
NUMBER OF FEET FROM FLOOR TO TOP OF SIGN_____
NUMBER OF FEET IN FROM FRONT OF BOOTH_____
NUMBER OF FEET IN FROM LEFT EDGE OF SIGN_____

Company Name_____Booth _____
Street Address_____Phone #_____
City_____ State_____ Zip_____Fax#_____
Ordered by (Print or Type)_____E-Mail_____
Signature_____Title_____

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS

Credit Card Information

☐ M/C ☐ VISA ☐ AMEX / ACCOUNT # | | | | | | | | | | | | | | | | |

EXPIRATION DATE:_____
CUSTOMER CODE #:_____
CARDHOLDERS SIGNATURE:_____ CARDHOLDERS NAME:_____

MAIL OR FAX TO VISTA BEFORE DEADLINE DATE

ACRE PHILADELPHIA
AMERICAN CRAFT RETAILERS EXPO

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PENNSYLVANIA CONVENTION CENTER - HALL A
PHILADELPHIA, PA

DEADLINE DATE:
JANUARY 29, 2016

RIGGING LABOR ORDER FORM

Order rigging labor ***only*** if you need to assemble, move, unskid, relocate, unpack heavy equipment, after it has been delivered to your booth.

PLEASE NOTE: Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handled from carrier to booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order rigging labor for this function. However, any additional movement or unskidding at exhibit booth will require a rigging order. Do not order rigging labor for motorized or mobile equipment.

Workmen and material handling equipment ordered for the start of the day will be provided at 8:00 AM. Any orders, after 8:00AM, will be assigned after finishing earlier requests.

Exhibitors must verify any rigging labor and material handling equipment orders on the show floor. All workmen and material handling equipment must be signed in and out at the Service Desk. Cancellation of any advance order for rigging labor or material handling equipment must be at least 24 hours in advance.

Rigging crew consists of: **Forklift w/Operator**
1 or 2 Riggers

There is a minimum charge of one hour per crew member. Half-hour increments will apply after the first hour. Straight time rates apply 8:00AM - 4:30 PM weekdays, overtime before 8:00 AM and after 4:30 PM weekdays and all hours on Saturday and Sunday, and double time on holidays.

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
RIGGER	$128.00 per hour	$192.00 per hour	$238.00 per hour
FORKLIFT	$198.00 per hour	$262.00 per hour	$308.00 per hour

w/OPERATOR - (up to 5,000 lbs. capacity)
Larger forklift and/or crane service is available by advance request.

RIGGING LABOR REQUEST

	5,000 lbs. forklift w/operator	# Riggers 1 or 2	Date	Time	Approx. Hours
SET-UP:					
DISMANTLE:					

 # Pieces to be spotted_____ Heaviest Pieces_____

Company Name_____Booth _____
Street Address_____Phone #_____
City_____ State_____ Zip_____Fax#_____
Ordered by (Print or Type)_____E-Mail_____
Signature_____Title_____

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS

Credit Card Information

☐ M/C ☐ VISA ☐ AMEX / ACCOUNT #

EXPIRATION DATE:_____
CUSTOMER CODE #:_____
CARDHOLDERS SIGNATURE:_____ CARDHOLDERS NAME:_____

MAIL OR FAX TO VISTA BEFORE DEADLINE DATE

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FEBRUARY 13 - 15, 2016
PENNSYLVANIA CONVENTION CENTER - HALL A
PHILADELPHIA, PA

DISCOUNT DEADLINE DATE: ***JANUARY 29, 2016***

LABOR ORDER FORM

STAGEHAND LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS

Stagehand Rates:

Straight Time:	OverTime:	Double Time:
Advance Rate $110.00/hr. **Standard Rate** $137.50/hr.	**Advance Rate** $165.00/hr. **Standard Rate** $206.25/hr.	**Advance Rate** $220.00/hr. **Standard Rate** $275.00/hr.
one hour minimum per worker thereafter 1/2 hr. increments **ST: 8:00 AM to 4:30 PM Monday through Friday**	one hour minimum per worker thereafter 1/2 hr. increments **OT: Before 8:00 AM and after 4:30 PM Monday through Friday and all hours on Saturday and Sunday**	one hour minimum per worker thereafter 1/2 hr. increments **OT: All Holidays**

ALL LABOR ORDERS RECEIVED AFTER THE DEADLINE DATE OR PLACED AT SHOWSITE WILL BE CHARGED AT THE STANDARD RATE.

NOTE: 8:00 AM is the only guaranteed starting time. All the other orders will be filled as labor is available. **All labor must be signed in/out at the Service Desk**. ***Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per man ordered, unless we received written cancellation 24 hours prior to starting time.***

PLEASE INDICATE SERVICE REQUIRED:

☐ **PLAN A - EXHIBITOR'S SUPERVISION** **All work performed must be under the supervision of the Exhibitor.**

	# MEN	DATE	TIME	APPROX. HOURS
SET-UP				
DISMANTLE				

☐ **PLAN B - VISTA SUPERVISION** **Hourly rate plus 35% Supervision Charge / Minimum $40.00 / $50.00**

Name of Carrier_____ # Crates_____ Cartons_____ Skids_____
Shipped to: ☐ Warehouse ☐ Showsite ☐ Display Includes Carpet ☐ Vista's Rental Carpet

Please include Set-up Plans with Order

After Dismantle Return Display To:_____
_____
_____**VIA**_____

Vista shall not be responsible for damage, loss, or theft of display installed and/or dismantled under our Supervision. Vista shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booths for reloading after the show.

Company Name_____Booth _____
Street Address_____Phone #_____
City_____ State_____ Zip_____Fax#_____
Ordered by (Print or Type)_____E-Mail_____
Signature_____Title_____

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS

Credit Card Information

☐ M/C ☐ VISA ☐ AMEX / ACCOUNT # | | | | | | | | | | | | | | | | |
EXPIRATION DATE:_____
CUSTOMER CODE #:_____
CARDHOLDERS SIGNATURE:_____ CARDHOLDERS NAME:_____

MAIL OR FAX TO VISTA BEFORE DEADLINE DATE

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FEBRUARY 13 - 15, 2016
PENNSYLVANIA CONVENTION CENTER - HALL A
PHILADLEPHIA, PA

LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR

1. ***Vista Convention Services*** and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

2. ***Vista Convention Services*** and its subcontractors shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by ***Vista Convention Services*** or its subcon tractors, except when such laborers are working or operating equipment under the direct supervsion of a supervisor designated by ***Vista Convention Services*** or its subcontractor.

3. ***Vista Convention Services*** and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.

4. Claims for loss, injury or damage which are not submitted to ***Vista Convention Services*** within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against ***Vista Convention Services*** or its subcontractors more than one year after the accrual of the cause of action.

5. ***Vista Convention Services*** will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.

6. ***Vista Convention Services*** will not be responsible for improperly packed or concealed damages to exhibits.

7. The placing of an order for the services of laborers and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Sections 1 through 6 above.

8. If granted permission for early move-in (off-target move-in) by show management and ***Vista Convention Services***, the exhibitor is required to use ***Vista Convention Services*** labor for booth installation.

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FEBRUARY 13 - 15, 2016
PENNSYLVANIA CONVENTION CENTER - HALL A
PHILADELPHIA, PA

DEADLINE DATE:
JANUARY 29, 2016

ACCESSIBLE STORAGE ORDER FORM

Company: _____

Booth #: _____

Contact Name: _____

Phone: _____

Fax: _____

We will require _____ square feet of space in Accessible Storage for -

_____ Boxes # _____ Crates

_____ Cases # _____ Cartons

_____ Skids

of

(List type of product)

_____

_____

_____

We will need access to this product _____ times a day at _____ a.m. and/or _____ times a day at _____ p.m.

The cost for accessible storage includes:

- $75 per 16 square feet per day
- 1/2 hour minimum labor charge per move, based on the rates set forth in this manual on the **INSTALLATION AND DISMANTLING LABOR** form.

Vista Convention Services will go to all reasonable lengths to secure your product. However, we are not responsible for the contents of open boxes put into storage. All storage will be delivered to your booth first. Once the piece count has been verified, the product will be moved into storage.

Retain one copy for your files. Attach the original to the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form.

ACRE PHILADELPHIA
AMERICAN CRAFT RETAILERS EXPO

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PENNSYLVANIA CONVENTION CENTER - HALL A
PHILADLEPHIA, PA

DEADLINE DATE:
JANUARY 29, 2016

PRIORITY EMPTY CONTAINER RETURN

PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE EMPTIES HAVE BEEN TAKEN TO STORAGE

This service provides for the priority return of your empties to your booth after the close of the show. If you would like this service, please fill out the information below and return to Vista Convention Services.

Priority Empty Container Return……..…….**$100.00 per container**

Estimated Number of Pieces…….._____

*****PLEASE NOTE: Special empty container labels are required for this service. Labels will be available at Vista's Service Desk.***

Company Name_____Booth _____
Street Address_____Phone #_____
City_____ State_____ Zip_____Fax#_____
Ordered by (Print or Type)_____E-Mail_____
Signature_____Title_____

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR THIS SERVICE

Credit Card Information
☐ M/C ☐ VISA ☐ AMEX / ACCOUNT # | | | | | | | | | | | | | | | | |

EXPIRATION DATE:_____
CUSTOMER CODE #:_____

CARDHOLDERS SIGNATURE:_____ CARDHOLDERS NAME:_____

MAIL OR FAX TO VISTA BEFORE DEADLINE DATE

ACRE PHILADELPHIA
AMERICAN CRAFT RETAILERS EXPO

FEBRUARY 13 - 15, 2016
PENNSYLVANIA CONVENTION CENTER - HALL A
PHILADLEPHIA, PA

WAREHOUSE DEADLINE DATE:
FEBRUARY 5, 2016

VISTA CONVENTION SERVICES

6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232

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F: 215-418-2016
E: jbonfiglio@vistacs.com

WWW.VISTACS.COM

MATERIAL HANDLING SERVICES & SHIPPING SCHEDULE

1. Vista Convention Services has been designated as the official drayage contractor with responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.
2. All shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Trucks without a bill-of-lading or documented weight, estimated weights will prevail. Estimated weights will be binding by both parties.
3. **WHEN TO SHIP: THE EARLIEST DATE TO HAVE FREIGHT DELIVERED ADVANCE TO THE WAREHOUSE IS: *JANUARY 13, 2016.***
   THE LAST DAY TO HAVE FREIGHT DELIVERED ADVANCE TO THE WAREHOUSE IS: *FEBRUARY 5, 2016.*
   SHIPMENTS CONSIGNED TO THE SHOW SITE SHOULD BE TIMED TO ARRIVE NO EARLIER THAN : *FEBRUARY 11, 2016 @ 8:00 AM*
4. **WHERE TO SHIP:**

Address all shipments consigned to ***SHOWSITE*** to:

Exhibitor's Name_____
Booth No._____

ACRE PHILADELPHIA 2016
c/o Vista Convention Services
PENNSYLVANIA CONVENTION CENTER - HALL A
1101 ARCH STREET
PHILADLEPHIA, PA 19107

Address all shipments consigned to ***WAREHOUSE*** to:

Exhibitor's Name_____
Booth No._____

ACRE PHILADELPHIA 206
c/o Vista Convention Services
YRC
2627 STATE ROAD
BENSALEM, PA 19020

5. SHIPPING SCHEDULE & SERVICES: **Warehouse Inquiries: (215) 245-2370**

A. **WAREHOUSE ADVANCE RECEIVING - Roundtrip - CRATED MATERIALS**
ST Rate: *NO CHARGE*. - 200# Minimum
The above rate includes the following:
*Receive crated shipments only at our warehouse 30 days prior to Show.
*Deliver to booth space.
*Removal, storage, return of empty containers.
*Pick-up at the booth and load onto outbound carrier.
*Shipments of loose or uncrated materials will not be received at warehouse.

B. **DIRECT SHIPMENT TO SHOWSITE - Roundtrip - CRATED MATERIALS**
ST Rate: *NO CHARGE*. - 200# Minimum
The above rate includes the following:
*Receive shipments at showsite on move-in dates.
*Deliver to booth space.
*Removal, storage, return of empty containers.
*Pick-up at the booth and load onto outbound carrier.

C. **DIRECT SHIPMENT TO SHOWSITE - Roundtrip - UNCRATED AND LOOSE MATERIALS**
ST Rate: *NO CHARGE*- 200# Minimum
The above rate includes the following:
*Receive shipments at showsite on move-in dates.
*Deliver to booth space.
*Removal, storage, return of empty containers.
*Pick-up at the booth and load onto outbound carrier.

ACRE PHILADELPHIA
AMERICAN CRAFT RETAILERS EXPO

VISTA CONVENTION SERVICES

6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232

P: 215-418-2121
F: 215-418-2016
E: jbonfiglio@vistacs.com

WWW.VISTACS.COM

FEBRUARY 13 - 15, 2016
PENNSYLVANIA CONVENTION CENTER - HALL A
PHILADELPHIA, PA

WAREHOUSE DEADLINE DATE:
FEBRUARY 5, 2016

AUTHORIZATION TO PROVIDE MATERIAL HANDLING SERVICES

We hereby authorize Vista Convention Services, Inc. to handle our shipment(s) in accordance with the information above and on the reverse side of this form, and have read this order and agree to the terms and provisions hereof including those on the reverse side and acknowledge receipt of a copy. We agree that Vista will provide its services as our agent, and not as bailee or shipper, and if any employee of Vista shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with Vista relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by Vista as an offset against the amount of the alleged loss or damage. We further agree that any claim we may have against Vista shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

THIS AUTHORIZATION MUST BE COMPLETED BELOW AND SENT TO VISTA CONVENTION SERVICES BEFORE FREIGHT SHIPMENTS CAN BE HANDLED

Company Name_____Booth _____

Street Address_____Phone #_____

City_____ State_____ Zip_____Fax#_____

Ordered by (Print or Type)_____E-Mail_____

Signature_____Title_____

6575 Delilah Road **P: 215-418-2121**
PO Box 3000 **F: 215-418-2016**
Pleasantville, NJ 08232 **E: jbonfiglio@vistacs.com**

WWW.VISTACS.COM

LIMITS OF LIABILITY FOR MATERIAL HANDLING

Vista Convention Services shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.

Vista Convention Services shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.

Vista Convention Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of lading covering outgoing shipments, which are furnished by ***Vista Convention Services*** to exhibitor, will be checked at time of actual pick up from booth and corrections made where discrepancies occur.

Vista Convention Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

Vista Convention Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, ***Vista Convention Services'*** maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment; whichever is less.

Vista Convention Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

The consignment or delivery of a shipment to ***Vista Convention Services*** by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

Rates are based on incoming weight only. All weights are rounded off to the next 100 weight. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.

Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.

Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. ***Vista*** assumes no responsibility for removal of containers with old Empty labels, mislabeled, or valuables stored in-side containers while containers are in storage.

Outbound shipping labels and bills of lading will be available at the Service Desk. Exhibitor or his/her representative must pack and label their exhibit material and turn in bill of lading for each shipment at the Service Desk before leaving the show. ***Vista*** will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the show,

Vista reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by ***Vista.***

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SHIPPING & MATERIAL HANDLING RECAP

For complete information and descriptions on shipping and material handling, refer to the MATERIAL HANDLING SERVICES AND SHIPPING SCHEDULE form in this Exhibitor Service Manual.

We understand that your calculation is only an estimate.

If you have any questions about material handling, please contact Vista Convention Services.

COMPUTATION OF ORDER: **When recording weight, round up to the next 100 pounds.**	
A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS **Warehouse** We will ship _____ lbs. @ ***NO CHARGE*** **Showsite** We will ship _____ lbs. @ ***NO CHARGE***	$_____ $ _____
B. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS & CRATED SHIPMENTS REQUIRING SPECIAL HANDLING **Warehouse** We will ship _____ lbs. @ ***NO CHARGE*** **Showsite** We will ship _____ lbs. @ ***NO CHARGE***	$_____ $ _____
Payment Enclosed	$_____

Company Name: Booth #:

MAIL OR FAX TO VISTA CONVENTION SERVICES

VISTA CONVENTION SERVICES

6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232

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MATERIAL HANDLING SPECIAL SERVICES

EMPTY STORAGE

Those exhibitors who elect to hand-carry in one trip items into the exhibit hall without the assistance of Vista Convention Services may acquire on-site storage for empty containers based on the following rates: $20 per carton and $30 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

MOBILE UNIT SPOTTING

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall will be required to hire Vista Convention Services supervision services at the rate of $275.00 round-trip per mobile unit. A representative from Vista Convention Services will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

SHIPMENTS RETURNED TO WAREHOUSE

At the close of show, for re-forwarding or storage, there will be an additional charge of $16.00 per cwt. on straight time; $20.00 per cwt. on overtime, with a 1,000 lb. minimum. Warehouse storage space is limited. Please call our Customer Service Department at (609) 485-2421 to confirm availability prior to show.

SPECIAL RATES AND SERVICES

Steel banding is available at $1.05 per linear foot, plus one-half hour minimum labor.

UPS & FEDEX SHIPMENTS

A fee of $75.00 will apply for all UPS & FedEx shipments going back to Vista Convention Services Warehouse.

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IMPORTANT FREIGHT INFORMATION

DEFINITION OF SPECIAL HANDLING:

"Shipments that are loaded in such a manner as to require additional labor to unload, sort, and deliver".

Vista Convention Services uses the following definitions in assessing Special Handling surcharges for material handling:

⇒ **Ground load/unload-**vehicles that are not dock height preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drops, etc. Situations where dock utilization is not possible will result in a Special Handling assessment.

⇒ **Side door load/unload-**shipments that cannot be accessed from the rear of the trailer.

⇒ **Constricted space load/unload-**trailers loaded "high and tight", shipments that are loaded in such a manner as to not be readily available (freight down one side of a trailer that must be bypassed to reach targeted freight).

⇒ **Designated piece load-**driver with tape measure who requires loading crew to bring multiple pieces of freight to rear of trailer to select next piece; having to unload and reload to fit, etc.

⇒ **Stacked shipments-**shipments loaded in such a manner as to require items to be removed to ground level for delivery to booth. Loose items stacked on top of crates and/or pallets constitute Special Handling.

⇒ **Mixed shipments-**multiple shipments delivered together without shipment integrity; pieces for separate shipments that are loaded mixed throughout the delivery vehicle, such as UPS, FedEx, USPS. **Improper delivery receipts-** shipments that arrive without individual bills of lading, such as UPS, FedEx, USPS.